

JOB VACANCY ANNOUNCEMENT

DELAWARE JUDICIARY

POSTING #CCP010506

SENIOR ACCOUNTANT

Opening Date: August 9, 2006

Closing Date: August 23, 2006

Starting Salary: \$32,012 - \$40,015 (Minimum - Midpoint) Paygrade 11

Recruiting For: Court of Common Pleas

Location: City of Wilmington (**Please check this city on your application**) New Castle County Courthouse, 500 N. King Street Suite 2800, Wilmington, DE

Summary Statement: Incumbents in this class are responsible for complex analysis and/or development of financial reports and recommendations and for other assignments requiring a comprehensive, broad knowledge of the principles, practices and procedures of accounting.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in accounting.
2. Experience in financial analysis.
3. Experience in creating financial reports.
4. Experience in the interpretation of laws, rules, regulations, standards, policies, and procedures.
5. Experience in the use of an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
6. Knowledge of staff supervision.

Essential Functions:

- Analyzes, reconciles and consolidates vouchers, records, journals, ledgers and statements.

- Monitors expenditures to ensure compliance with budgetary recommendations. Reviews financial transactions and codes for conformance to standard procedures and accounts.
- Compiles, analyzes and prepares a variety of statements and reports for state, special, private or federal funded programs for use in financial, budget and personnel planning.
- Develops cost projections based on past records and anticipated activities and makes fiscally sound recommendations.
- Applies standardized accounting principles and practices.
- Reviews internal accounting policies and procedures and makes recommendations for revisions.
- Determines most appropriate funds for charges; spot checks records and statements for accuracy; prepares adjustment vouchers and certifies payrolls.
- Reviews, revises and institutes internal controls to ensure correct charging and accounting of disbursements and credits.
- Reconciles multiple accounts of a complex nature.
- Analyzes and evaluates financial data in the preparation of complex budgets and provides forecasts with supporting justification.
- Provides complex analysis and information as part of overall program management.
- Ensures fiscal conformance of grant budgets, purchases, drawing of funds and grant reporting to federal program rules and regulations.
- May plan, assign and review the work of administrative support and/or non-exempt technical accounting staff; evaluates the performance of subordinates.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

A satisfactory criminal background check is required as a condition of employment".

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

COURT OF COMMON PLEAS

500 N. King Street, Suite 2800
Wilmington, DE 19801-3734
SLC N210B

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone:
(302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer